



NASIPIT WATER DISTRICT

A member of the Philippine Association of Water Districts, Inc. (PAWD)

Maubo Road, District 5, Brgy. Triangulo

Nasipit, Agusan del Norte

“SAFE and POTABLE WATER”

“WATER IS LIFE, SAVE IT”

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SYSTEM OF RANKING OF DELIVERY UNITS FY 2017

1.0 BACKGROUND

- 1.1 Pursuant to the Joint Memorandum Circular No. 2017-14-17 dated July 31, 2017, issued by the Local Water Utilities Administration [LWUA] and Department of Budget and Management [DBM] and the Memorandum Circular No. 2017-1 of the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the Nasipit Water District shall grant the 2017 Performance-Based Bonus (PBB) to its officers and employees

Memorandum Circulars issued by the IATF, DBM and LWUA are adopted for the implementation of the System of Ranking of Delivery Units.

2.0 COVERAGE

- 2.1 All Officers and employees of NASIPIT WATER DISTRICT who occupy regular plantilla positions; and contractual and casual employees having an employer-employee relationship with the said agency and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agency are covered by this system of ranking.
- 2.2 Excluded from the grant of the PBB

Excluded from the grant of the PBB are those hired without employer–employee relationships and paid from non–Personnel Services budgets, as follows:

- a. Consultants and experts hired to perform specific activities or services with expected outputs;
- b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- c. Student laborers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job orders, contracts of services, or others similarly situated.

3.0 ELIGIBILITY OF INDIVIDUAL EMPLOYEES

- 3.1 The General Manager’s PBB rate shall be equivalent to 65% of his/her monthly salary. The General Manager (GM) shall not be included in the Report on Agency Rating and Ranking (Form 1.0);
- 3.2 Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she shall be included in the recipient agency;
- 3.3 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency;
- 3.4 An official or employee who has rendered a minimum of nine (9) months but a minimum of three (3) months of services and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of services rendered, as follows:

LENGTH OF SERVICE	% OF PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%

5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- 3.5 An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB;
- 3.6 Personnel found guilty or administrative and /or criminal cases in FY 2017 by formal and executor judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB;
- 3.7 Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2017 PBB
- 3.8 Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.
- 3.9 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.

4.0 RANKING OF DELIVERY UNITS

A **delivery unit**, as defined in the Joint Memo Circular No. 014-17 of DBM-LWUA is the primary subdivision of an LWD performing substantive line functions, technical services, or administrative support, as reflected in the agency's organizational structure and/or functional chart.

The delivery units in the Nasipit Water District, as a Category C water district, are as follows:

	Delivery units
	Office of the General Manager
	Administrative and General Services, Finance and

Category C	Commercial Division
	Engineering and Construction, Production and Water Quality Division

4.1. Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

4.2. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for promotion, further training and/or disciplinary action, individual ranking shall no longer be included in Form 1.0.

4.3. Officials and employees who receive a “Below Satisfactory” rating under the CSC–approved SPMS shall not be eligible to the PBB.

4.4. The resulting ranking of offices/delivery units shall be indicated in Form 1.0.

5.0 RATES OF ENHANCED PBB

Rates of the enhanced PBB for each individual shall be based on the performance ranking of the individual’s delivery unit, with the rate of incentive as a multiple of the individual’s monthly basic salary based on the following categories:

Performance Category	Multiple of Basic Salary
Best Department/Division/Delivery Unit (10%)	0.65
Better Department/Division/Delivery Unit (25%)	0.575
Good Department/Division/Delivery Unit (65%)	0.50

This system of ranking of delivery units and eligibility of individual employees shall be implemented to the grant of the 2017 Performance-Based Bonus to all officers and employees, including contractual and casual personnel.

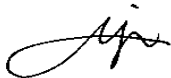
6.0 Form 1.0

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency NASIPIT WD

1.0 Summary of Information Required
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____
1.2 Total No. of Bureau/Attached Agencies/Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of November 30, 2017 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB Php _____

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